

BUILDING INSPECTOR II

DEFINITION

To perform inspections of commercial, industrial, and residential buildings at various stages of construction, alteration and repair for conformance with state, and local building, plumbing, mechanical, and electrical codes, ordinances, and regulations; to interpret and enforce building codes and issue notices to correct violations; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Building Inspector series and it is distinguished from the Building Inspector I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the level I, or by outside candidates having prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor; and may provide technical guidance over less experienced staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Inspect residential, commercial and industrial buildings, swimming pools, retaining walls, and similar structures during all phases of construction, alteration, remodel or repair to ensure compliance with provisions of building, plumbing, mechanical, electrical codes and ordinances, and any other regulation that may apply.

Ensure that buildings and structures are being constructed in accordance with the building codes and regulations in a safe manner and in accordance with approved plans and specifications by analyzing and interpreting technical codes and reports.

Prepare certificates of final inspection; issue notices to correct code violations; may issue stop notices; maintain detailed records of all inspections, review and interpret technical reports and plan details prior to, during, and following inspections.

Inspect quality of materials and methods of construction; look for construction or alterations being performed without proper building permits, and refer to appropriate department/section.

Coordinate with staff in other City departments; advise the public on building regulations and building permit requirements.

Investigate complaints involving building requirements including disabled access requirements; take photographs to document violations.

Review building plans to determine compliance with the City building requirements.

Provide information to builders, architects and the general public.

Assist in the instruction and training of less experienced staff.

Respond to emergency situations in off-hours as required.

Deal with irate customers in an effective manner.

Operate City vehicles skillfully and safely.

Keep work related records and prepare reports and related correspondence using a desktop and handheld computer.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Principles and practices of examining and interpreting construction design plans, specifications, and working plans, and methods and practices of conducting building inspections.

Pertinent rules, laws, policies, and codes including the California Building, Plumbing, Mechanical, and Electrical codes.

Building and related codes and ordinances enforceable by the City.

Construction terminology, materials and methods used at all stages of construction.

Mathematical calculations used in plumbing, electrical, mechanical and building trades.

Safe work methods and safety regulations.

Principles and practices of customer service and conflict resolution techniques.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Apply technical knowledge and follow proper inspection techniques to examine work and materials.

Inspect and analyze standard building construction and identify violations.

Manage time effectively with high volume while maintaining quality of each inspection.

Research, interpret and apply technical building, electrical, plumbing and mechanical codes; seek outside technical resources as needed.

Enforce codes and regulations with firmness, tact and impartiality.

Maintain accurate records, checklists and logs; prepare correspondence and issue notices.

Stay abreast of changes in building and related codes.

Drive City vehicles observing legal and defensive driving practices.

Use initiative and sound independent judgment within established guidelines.

Deal with irate customers in an effective manner.

Keep work related records using a computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience as a building inspector. Responsible experience at the journey level in the building trades can substitute for one year of experience, which can be added to the two years for Associate's Degree for a total of three years.

Training:

Equivalent to completion of the twelfth grade. An Associate's Degree in Construction Technology or a closely related field may be substituted for two years of experience.

License or Certificate

Possession of a valid California driver's license.

A valid Building Inspector certificate from the International Code Council (ICC). Any two of the following must be obtained within two years of employment: Electrical, Plumbing, or Mechanical Inspector.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift or carry weight of up to 20 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, walk on scaffolding, and climb up or down slopes and ladders, while conducting field inspections. See in the normal vision range with or without correction, read typical business documents, plans, and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, noise, physical barriers, and around heavy equipment or around potentially hazardous substances, and slippery or uneven surfaces. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries

7/04